

Instructions for Fingerprinting if Using a Location in Indiana

*Please follow instructions **carefully**.*

Selecting the incorrect agency or applicant type will require being re-fingerprinted.

To Schedule Online:

1. Go to www.identogo.com, select the state of Indiana, and click **Go**.
2. Click **Appointment**.
3. Click **Schedule a New Appointment**.
4. From the **Agency Name** drop-down menu, select **Family & Social Services Administration** and click **Go**.
5. From the **Applicant Type** drop-down menu, select **FSSA Affordable Care Act** and click **Go**.
6. On the **Appointment Details** page, choose the fingerprinting location by entering the individual's ZIP Code OR by choosing a Region from the drop-down menu.
Please note: Individuals who live outside the state of Indiana or are not able to go to a location in Indiana can use a local law enforcement agency for fingerprinting using Ink Cards. See [Out of State Fingerprinting Instructions](#).
7. After choosing the fingerprint location, select an available appointment date and time from the list.
8. When prompted, enter the individual's full name, address, methods of contact, and complete personal demographic information.
9. Complete the entire registration process to get a confirmation number. The confirmation number will need to be entered in *IHCP Provider Screening Addendum* in the *IHCP Enrollment and Profile Maintenance Packet* and should be kept for tracking purposes.
10. Choose a preferred method of payment.
11. Finalize and confirm the fingerprint appointment.

If you prefer to schedule through the IdentoGo Call Center:

1. Call (877) 472-6917 Mon-Fri, 7 a.m. – 6 p.m. and speak to one of the customer service representatives.
2. Operators will collect required information and schedule the fingerprinting appointment.
3. Be sure to have the complete information for the individual available when calling. The operator will ask for the agency name, applicant type, and the individual's full name, address, methods of contact, and complete personal demographic information.
4. The customer service representative will provide you with a confirmation number. The confirmation number must be entered on the *IHCP Provider Screening Addendum* in the *IHCP Enrollment and Profile Maintenance Packet* and should be kept for tracking purposes.

Please remember to bring a valid photo ID with you to the fingerprint appointment!